To

[The recipient]  
[Business Name]

**Subject: Request for Replacement of [X] Equipment**

Dear Manager,

I hope you will be fine. My name is Johnson, assistant manager of zenith, Dubai branch. I would like to forward my formal request to replace the existing equipment with an updated one. I would like to draw your attention to the meat processing unit. This equipment is meant for sorting, grading, piece making, and mincing meat. Due to intensive usage, the equipment has undergone a lot of wearing and tearing and therefore, it needs to be replaced as soon as possible.

This is worth mentioning that if we do not upgrade or replace our equipment, it will be a dress for our business because working on outdated and damaged equipment can affect the whole production process in a bad way. In this way, there is a danger that we would be lacking far behind our competitors in terms of productivity.

I have calculated the total amount that is expected to be spent on its repair or replacement. It would require 6000 US dollars for its repair and maintenance. On the other hand, we can purchase the new equipment for just 8500 dollars.

I would suggest you replace this equipment completely. It would be beneficial for us both in terms of economy and productivity. Now the choice is yours but I want to request that whatever you want to do, do it as soon as possible.

I am writing this letter on behalf of all the employees. Your Swift decision in this regard will be highly appreciated. This would not be a good choice to waste a lot of time detecting the problem and then fixing it. It becomes more important when you are working among the big competitors in the market.

All the required documents are attached to this request letter for your prompt action. We are waiting anxiously for the processing of our request because all the work has been slowed down due to this problem. On the other hand, it is causing a lot of inconvenience for the workers.

We are waiting for a positive response from your side.

Yours sincerely.

Yours sincerely.  
[SIGNATURE]